Louisiana Department of State Civil Service
Online Personnel Information System (OPEN)

1.   Introduction

1.1   Overview

The Online Personnel Information (OPEN) system delivers information to Human Resources professionals that helps them accomplish various human resource management functions.

1.2   Features of the System

The OPEN system provides agencies with human-resources data through a system that is easy to use. Civil Service's Information Technology section is in the process of moving access to the information on the OPEN system to the DSCS website. Some information previously accessed through OPEN is now available only on the website, such as appeals decisions later than 1992, General Circulars and job specifications.

The OPEN system provides an online pay plan, including evaluation system factor ratings, and a chronology of changes to each job in the pay plan. Job specifications are available through the DSCS website. In addition, users have access to Staffing Division job registers, and to an Applicant History file that includes Civil Service test scores. Users can preview certificates before they are issued, as well as see previously-issued certificates. Users may also inquire into for Requests for Certificates (SF-2s) and position allocation-related requests (SF-3s and SF-20s).

For ease of use, all OPEN screens display in a standard format. Once a user learns to use one OPEN screen, he or she can use any screen. The OPEN system also features online documentation in the form of HELP text. When the user selects online HELP, the system will explain how to use the inquiry and define any item on the display. In effect, this provides an online User's Guide.

The OPEN sign-on screen includes a message section used to inform HR users of new options as they become available, as well as of other communications from the Department of State Civil Service.

1.3   Information Available through OPEN

The OPEN system provides online access to the following information to users statewide:

 ➢ The Civil Service Pay Plan – provides access to data about each job in the classified pay plan, including pay information, evaluation factors and ratings, and a chronology of changes to each job. *Job specifications are no longer available through OPEN.* Please access job specifications from our website.

 ➢ Civil Service Exam Scores – provides users with access to applicants' test scores, both current and past.

 ➢ Certificates of Eligibles – allows users to view a list of eligible candidates. Previously issued certificates are also available for viewing by certificate number or by register.

 ➢ List of Civil Service Exams – provides information about Civil Service registers such as which jobs are filled from each register, the selection procedure used for each job (or register), and the announcement schedule for each job (or register). *Our Job Information and Test Finder webpage provides all-in-one access to pay, selection and announcement schedule data, including position distribution data.*

 ➢ Department and Layoff Referral Lists – allows agencies to view their Department Preferred Reemployment List and to view the Layoff Referral list for jobs by location.

 ➢ SF2 Status System – allows agencies to find out the status of a request made for a Certificate of Eligibles (SF2).

 ➢ SF 3 Status System – provides information about the status of position actions pending at Civil Service, such as requests for reallocation and for new positions.

1.4   User Support

Support is available from DSCS staff to answer questions and provide assistance in using the system. The following list contains the telephone numbers for specific areas. When calling about the system, please inform the person answering the phone that the call is regarding the OPEN system, and they will route your call to the appropriate person.

User Support numbers:

Obtaining access to the system	342-8294
Security – Adding/Deleting Users; password maintenance	342-8294
Problems with the keyboard	342-8294
Any other technical problem	342-8294
Using Staffing-related screens and/or information	342-8536
Using Compensation-related screens and/or information	342-8083

2.0   General System Concepts

2.1   Security

2.1.1 Security Considerations

1. Security, including adding and deleting users and password maintenance, will be the responsibility of the Security Administrator in MIS at Civil Service. Each agency will assign one person as the Agency Security Officer, and they will be responsible for system security from the agency's perspective.

2. The primary method of security used in the OPEN system is the establishment of User ID's and passwords.

3. Passwords are to be maintained by the individual users of the OPEN system. If a user forgets her password, the Agency Security Officer should contact the Security Administrator in MIS at Civil Service to correct the problem.

4. Passwords will automatically expire every 30 days, at which time the user will be prompted to enter a new password.

5. Passwords should not be written down or be generally accessible by unauthorized personnel.

6. Any time an employee who has access to the system separates from the personnel office (promotes, transfers, other separations), the password for the User ID to which he or she had access must be changed by the Agency Security Officer.

2.1.2   Enrolling as an OPEN User

When an agency requests enrollment as a user in the system, a determination will be made as to how many User ID's are needed. The Security Administrator will set these up on the system and inform the Agency Security Officer. From that point

on, access to the use of each of the User ID's will be controlled by the agency through the use of passwords.

2.2   Use of OPEN Sessions

While using the OPEN system, it is important to keep in mind that the number of users signed on at the same time will be limited. While there may be several hundred users enrolled in the system, there will only be a designated number of "sessions" available for use. For this reason, the following statements apply:

1. Please sign on and use the system as long as you need it. However, once you are through using OPEN, please sign off and free up the session for another user.

2. After a signed-on terminal has been idle for 15 minutes, the system will sign the user off. This provides additional security for the system.

2.3   Interpretation of Information in the OPEN Screens

It is very important that users of the system understand the information available through the various OPEN inquiry screens. This information, as is true of information provided by most automated or manual systems, can be subject to misinterpretation and misuse. *Please read Section 5 of this manual carefully.* Any time you have a question about the content of any screen, please call for clarification.

For this reason, it is best that only trained Human Resources staff use the system. Others who might casually look up information may base decisions upon a misinterpretation of the data presented.

In any case where there is a conflict between the data on the OPEN screen and data obtained from other sources at Civil Service, the Department of State Civil Service will always use the source that is accurate.

2.4   Policy Regarding Providing Information Contained in the OPEN System

Information available through the Online Personnel Information System is provided to assist Human Resources offices in accomplishing their work. The data in this system is not intended for any other purpose. The Department of Civil Service has developed, and adheres to, firm policies regarding providing certain types of information. Please comply with the following policies:

1. Do not give Civil Service Exam grades to anyone other than the applicant. If you receive a call from a State Representative or Senator

regarding test scores, refer the call to the Staffing Division at Civil Service (225-342-8536).

2. Do not give grades out over the telephone.

3. Do not give the applicant's home address or telephone number out to anyone.

4. Do not tell an employee or applicant where he, or anyone else, ranks on a list of eligibles or a certificate.

5. Do not tell applicants or employees what agencies certificates have been issued to, what jobs certificates have been issued for, or when or in what parishes certificates have been issued.

6. If you are in doubt as to whether a person is asking about anyone other than himself or herself, require that they put the request in writing and consult with your attorney.

7. If you have any questions pertaining to giving out information, please contact the Staffing Division.

3.0   Before Signing On

3.1   How the OPEN Screens Function

The OPEN system was designed so that all screens look and function in a similar manner. Because of this standardized approach, the following is true of all screens:

The top line – contains the current date in the left corner and the current time in the right corner. The title of the screen is always located in the center of the top line.

The entry prompt line – if the screen is an entry screen, the user will be prompted to enter the information necessary to call up the desired records. Instructions for entry will be found by the field available for entry.

The requested record – there are two types of basic displays. One displays a specific record, and the other displays a list of records from which further selection can be made. When the screen displays a list of records, instructions for making further selections are always located directly above the list. The user can enter any of the available option numbers next to the desired record.

The function keys – the second to last line of the display lists the function keys which are available for use on this screen. The function keys are used consistently throughout the system; that is, F1 is always HELP, F3 is always EXIT, etc.

The error message line – the last line of the display is used to inform the user of any errors made while using the screens.

```
11/23/04          Work with Active Classified Jobs        15:20:23
Position to job title . . . . . ._____

Type options, press Enter.
5 = View pay plan info  8= View job specification   12=View pay plan chronology
13=View career field
                                                    Pay
Opt    Job title                                    Lvl  Job Cd
___    ACCOUNTANT ADMINISTRATOR 1                   A 618 159750
___    ACCOUNTANT ADMINISTRATOR 2                   A 619 159760
___    ACCOUNTANT ADMINISTRATOR 3                   A 621 159770
___    ACCOUNTANT ADMINISTRATOR 4                   A 623 159780
___    ACCOUNTANT ADMINISTRATOR 5                   A 624 159790
___    ACCOUNTANT MANAGER 1                         A 617 159710
___    ACCOUNTANT MANAGER 2                         A 619 159720
___    ACCOUNTANT MANAGER 3                         A 621 159730
___    ACCOUNTANT MANAGER 4                         A 622 159740
___    ACCOUNTANT SUPERVISOR 1                      A 615 159600
                                                    More . . .
F1=Help     F3=Exit      F5=Refresh    F10=Actions   F12=Cancel
```

Figure 1. Example of an OPEN Screen

3.2   The Keyboard and Function Keys

Because this system is being implemented statewide, there will be many different types and styles of keyboards used. Because this system uses function keys, it is important to note that different vendors use different designations for function keys on the various keyboards. Some of the more common keyboard labels for function keys are F1, PF1, and CMD1. All three of these keys mean the same thing to OPEN. The following function keys are used in the OPEN system:

F1 = HELP – used to receive online help for the OPEN displays.

F2 = Extended Help – used on the HELP screens to display more help text.

NOTE: F2 also accesses an Update Menu for the certificate system, available only to certain agency users. If your screen does not display "F2 Update Menu" (visible in Figure 4), your agency is not authorized to update certificates.

F3 = EXIT – used to leave the screen that you are viewing and return to the main menu or to the primary selection point.

F4 = Display Messages – use this option to display any messages that have been received by your workstation.

F5 = REFRESH – used to redisplay the current screen, blanking out any options that you have typed.

F9 = Change Password – use this option to change your password.

F10 = ACTION – used on some displays to call up an "action" window which allows the user to select additional screens.

F12 = CANCEL – used to cancel the current screen and return to the screen immediately prior to the screen being canceled.

NOTE: Not all function keys are available on all screens. The active function keys are shown on the bottom of the screen.

3.3   How to use Online HELP

One of the key features of the OPEN system is online HELP text. This feature, available through use of the F1 key, displays a HELP window (Figure 2) on the screen and provides users with an online User's Guide. There are two types of help available, general and field-specific. General help is used to explain the overall purpose or function of a screen.

In addition to explaining the purpose of the screen, the general help feature also lists all function keys used on the screen and their use. To use general help, place the cursor on the title line of the screen and press F1. The General Information HELP window will be displayed. Please note that when "more…" appears on the bottom right corner of the HELP window, the Page Up and Page Down keys can be used to view additional screens of HELP.

The second type of HELP Text is field-specific HELP. Field-specific help is used to obtain information pertaining to one field or item on the screen. To display field-specific help, position the cursor on the field in question and press F1. A definition of the field, along with all valid codes and their meanings, will be displayed in a HELP window.

Please note that there are several function keys displayed at the bottom of each HELP window. If F20 is present on the screen, this will allow you to enlarge the window to the size of the full display. If you are using the field specific HELP, F2 can be used to bring you directly to the general help screen. Several of the other

function keys listed in the HELP window have been disabled and if pressed, will perform no function.

```
11/23/04                 Certificate Inquiry by Register              10:23:07

Srs/cd: 1333 U9           Register title: PET - GENERAL ADMIN

Type options, press Enter.              ·····························
  5=View a certificate                  ·        Columns - Help      ·
                                        ·                            ·
              Date    No  Apt           · Opt                        ·
Opt Cert #   Issued  Vac Typ  Org ID name·   Enter the number in the ·
 _  74987   10/01/04  1  PRB  OFC OF GOV//DOA/PATIEN· Options list to perform the·
 _  75065   10/12/04  1  PRB  DPSC-PSS//MANAGEMENT &· requested function (5 to view·
 _  75246   11/03/04  1  PRB  WILDLIFE & FISHERIES  · a certificate).           ·
 _  75284   11/08/04  1  PRB  LABOR//OFC OF WORKFORC·                            ·
 _  75293   11/09/04  1  PRB  LABOR//OFC OF WORKFORC· Cert #                     ·
 _  75294   11/09/04  1  PRB  LABOR//OFC OF WORKFORC·   The certificate number as·
 _  75334   11/15/04  1  PRB  LABOR//OFC OF WORKFORC·          More . . .        ·
                                        · F2=Extended help  F12=Cancel·
                                        · F20=Enlarge    F24=More Keys·
 F1=Help   F3=Exit   F12=Cancel         ·····························
```

Figure 2. Example of a HELP Window (inset)

4.0   Signing On to OPEN

4.1   Accessing the Civil Service Computer

The OPEN system resides on the IBM AS/400 computer system at the Department of State Civil Service. Agencies establish communication with the Civil Service computer through special software. The method used by your agency will depend upon the setup established by your Information Technology Department. *If your agency has never had OPEN access before, please consult your IT staff, and give them the following* **technical information:**

The **TN5250 client** is the native protocol of the AS/400 (the type of computer that the OPEN system runs on). Agency users can directly access the AS/400 by loading and using a TN5250 client, and connecting via TCP/IP.

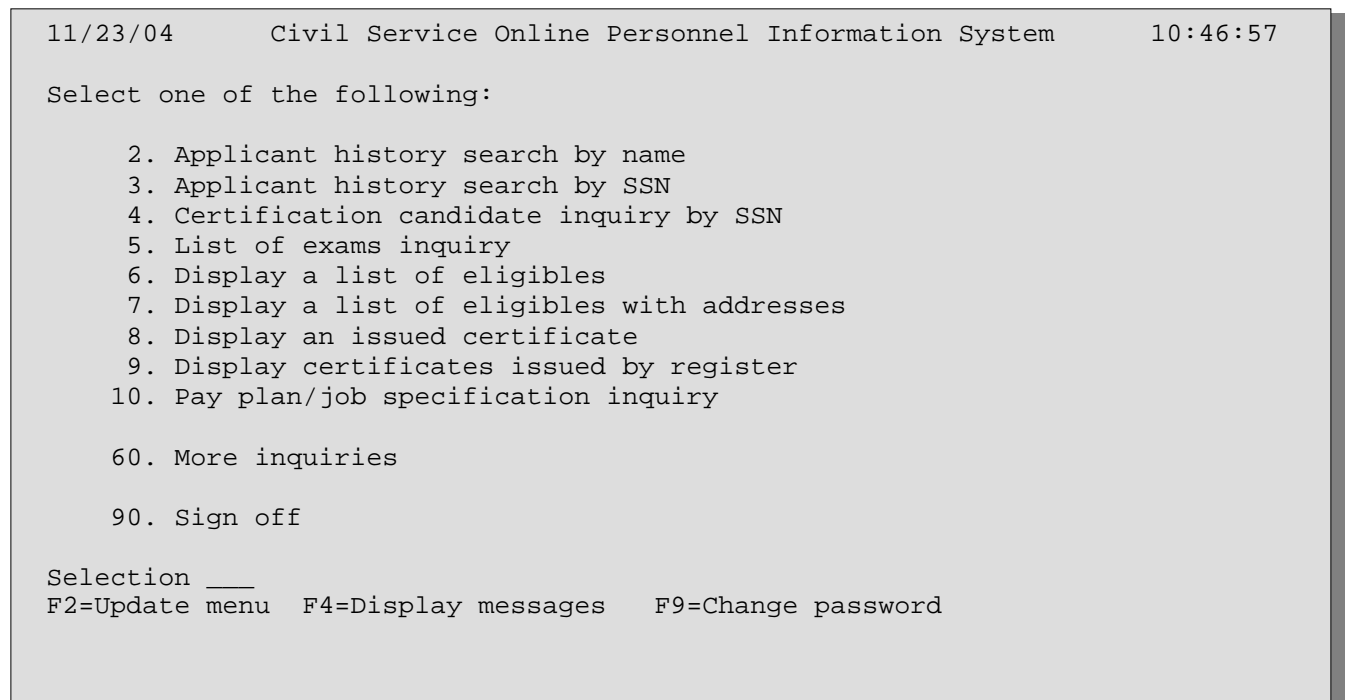If your agency already has emulation software that includes a TN5250 client, the IT staff can configure that software to attach to the domain name **AS400.DSCS.STATE.LA.US**. This will establish a session with the Civil Service OPEN system and display the sign-on screen.

If you do not have a TN5250 client, contact the person responsible for software desktop support in your agency. Either you or that support person can search on the Internet for "TN5250" in your search engine of choice, and select one to

purchase or to download as shareware or freeware. You can contact our MIS section at 225-342-8083 if you need further assistance.

4.2   The OPEN Sign On Screen

To start an OPEN session, click on the icon on your desktop for the software that your agency uses to communicate with our AS400 computer. Your IT staff may have specific instructions for you to follow.

The OPEN Sign on Screen (Figure 3) is used to gain access to the OPEN system. In the fields provided in the top left portion of the screen, users will enter their User ID and password and then press the ENTER key. If the data entered is correct, the OPEN main menu is displayed and the system is ready for use.

If the data entered is incorrect, the system will allow you to try again. *Please be careful in entering this data.* After three unsuccessful attempts, the system will sign your terminal off, and you will have to contact the OPEN Security Administrator at 225-342-8294 to reactivate your session.

```
                  Louisiana Department of State Civil Service

User . . . . . . . . ._____     System. . . . . . . . : S10417HM
Password . . . . . . ._____     Subsystem . . . . . . : QINTER
                                        Display . . . . . . . : QPADEV01RZ


 :::::::::::::::::::::::::
 :                                                ***** N O T I C E  *****
 :                                                ********************
 :    [ D S C S ]                                 The Department Preferred Inquiry by
  :                                               Agency was recently changed to re-
  :                                               quire that the number of characters
   :                                              entered in the AGENCY field matches
   :                                              the number of characters entered in
   :                  :::::::::::::::              the SEARCH ON field. This change
   :    D e p a r t m e n t       :               was made to help ensure the accuracy
        o f   S t a t e       :::::::              of the search by agencies using OPEN.
 :      C i v i l S e r v i c e      :
 :                              :::::::            Direct any questions to Elaine Burke
:::::::::::     ::::            :                  at elaine.burke@la.gov or 225-342-8294
        ::::::    :            :  :
          :::::::::: ::::
```

Figure 3. The OPEN Sign on Screen

9

An additional function of the Sign On Screen is to provide informational messages to statewide users. The message area is located in the bottom portion of the screen. A sample message may be seen in Figure 3.

4.3   The OPEN Main Menu

After a user has successfully signed on to OPEN, the Main Menu (Figure 4) is displayed. The Main Menu is used to select the desired inquiry function. To select a function, type the number of the desired option in the SELECTION field at the bottom of the screen and press ENTER. The desired inquiry screen will be displayed. To view a secondary menu listing additional OPEN options, select Option 60, More Inquiries. To return from the secondary menu to the main menu, press F3. Instructions for using each of the functions of the OPEN system are in Section 5 of this guide, and are available online by using the F1 HELP feature.

```
11/23/04      Civil Service Online Personnel Information System      10:46:57


Select one of the following:


     2. Applicant history search by name
     3. Applicant history search by SSN
     4. Certification candidate inquiry by SSN
     5. List of exams inquiry
     6. Display a list of eligibles
     7. Display a list of eligibles with addresses
     8. Display an issued certificate
     9. Display certificates issued by register
    10. Pay plan/job specification inquiry

    60. More inquiries

    90. Sign off

Selection ___
F2=Update menu  F4=Display messages   F9=Change password
```

Figure 4. The OPEN Main Menu

The secondary menu of inquiries (the result of taking Option 60) is illustrated on the next page.

```
11/23/04      Civil Service Online Personnel Information System      10:48:34

Select one of the following:

     1. SF-2 status inquiry by Org I.D. and request number
     2. Department preferred inquiry by job and agency
     3. Open preferred inquiry by job and parish
     4. SF-3 status inquiry
     5. View General Circulars
     6. View Shortage/Noncompetitive/Special jobs
     7. View scheduled applicant by SSN
     8. View employee appeals/opinions
     9. Classified employee incumbency data         ** UPDATED **
    10. View personnel records by name
    11. View personnel records by SSN
    12. SF-3 inquiry by incumbent name

    90. Sign off

Selection

      _____

F2=Update menu  F3=Exit  F4=Display messages  F9=Change password  F12=Cancel
```

Figure 5. The OPEN Menu – Additional Inquiries Menu

Signing Off the System

After you have finished using the OPEN system, return to either of the menus and
select Option 90 to sign off. This will cause the system to return to the OPEN Sign
On Screen.

5.0   The OPEN Inquiry Screens

5.2   Applicant History Search By Name

    5.2.1 Purpose

This option is used to view records for an applicant who has a grade for, or has
been rejected for, a register on a Civil Service selection procedure. There is a
record for each time the applicant has been graded or rejected for a specific
register.

5.2.2 How to Access Records

After Option 2 is selected, the user is presented with a field for the entry of the applicant name to be located. The format of the entry of the name is Last Name, a comma, and the First Name. For example, John Q. Public would be entered as Public,John Q (note that there is no space after the comma). The user may enter as little or as much of the name as considered necessary. Sample entries include:

    PUBLIC
    PUBLIC,J
    PUBLIC,JOHN

The name search option will use whatever portion of the name is entered to begin the search. The user can then use the Page Up and Page Down keys to locate a particular name.

Once the name is located, the user can then view all or some of the records for the person. The Register titles for each person's record are in alphabetical order, with the most recent records appearing first. The user can access the person's record by positioning the cursor on the blank next to the person's name and record to be viewed, typing a "5" in this blank and pressing ENTER. The applicant's History Record is then displayed. The Page Up and Page Down keys can be used to view the various records for an individual.

```
11/23/04              Applicant History Search by Name              10:58:38

Position to name . . . . . . . . . . . . . ._____

Type options, press Enter.
  5=View

Opt   Examinee name              S S NUM        Register title of exam
  _     NAME                     XXXXXXXXX      CHILD WELFARE SVCS AST TR
  _     NAME                     XXXXXXXXX      FAM SUPP PARISH MGR A
  _     NAME                     XXXXXXXXX      FAM SUPP PARISH MGR B
  _     NAME                     XXXXXXXXX      H A COM SERV COOR
  _     NAME                     XXXXXXXXX      MEDICAID AREA MANAGER
  _     NAME                     XXXXXXXXX      MR/DD REG ASSOC ADM 3
  _     NAME                     XXXXXXXXX      MR/DD REG ASSOC ADM 3
  _     NAME                     XXXXXXXXX      PROG MGR 1 - DHH
  _     NAME                     XXXXXXXXX      PROG MGR 1 - DHH
  _     NAME                     XXXXXXXXX      PROG MGR 1 - DHHR
  _     NAME                     XXXXXXXXX      AGRIC ENVIRON SPEC 1
  _     NAME                     XXXXXXXXX      BUDGET ANALYST 1
  _     NAME                     XXXXXXXXX      BUDGET ANALYST 1
                                                                  More...
F1=Help    F3=Exit    F12=Cancel
```

Figure 6. The Applicant History by Name entry screen

CAUTION: the Page keys will not automatically stop at the beginning or end of the person's record originally selected. Therefore, when using this feature always check the name on the screen to assure that the correct record is being viewed.

```
11/24/04                    Applicant History Record                    11:05:35



     SSN:  XXXXXXXXX     Srs/cd: 4900 / 03    Title: FAM SUPP PARISH MGR A

    Name:  NNNNNNNNN                           Exam date:  4/27/1996

 Eff date:  5/09/1996                          Expir date:  NONE

  Address: PO BOX 393                         Earned grade:  87.00

  City/St: GREENWOOD        LA 71033           Vet credit:

    Phone: 676-7277                           Final grade:  87.00


 Trans:

 F1=Help   F3=Exit   F12=Cancel                                      More...
```

Figure 7. Sample of the Applicant Record Display

5.2.3   Using the Information

The name search displays an "Applicant History Record" which contains information about an applicant, and the test taken/rejected for, at the time of application. The "Final Grade" field displays the result of the application. Possible values are:

Numeric grade – person was admitted for and passed a test, or requested and received an Experience & Training rating
Failed – person was admitted for and failed a test
Reject – person was rejected for a specific register (did not meet minimum qualifications)
Void – this record was voided

This option can also be used to find Social Security numbers (SSN). For example, if the user needs a SSN to view a record from a screen that requires a SSN, this option can be used to find it. The SSN is located on the first screen (titled "Applicant History Search by Name") displayed for this option. The SSN is located

next to the person's name under the "S S NUM" column. It is also shown on each individual record.

5.2.4   Special Considerations

The information on this display was correct <u>at the time of application</u>. It is <u>not</u> updated; therefore, may not be the most current information. For example, a person's address and phone number may have changed since she submitted her application. In addition, this display does not show whether a person has an active grade on a register. To find the most current information on an applicant as well as the applicant's current status on a register or registers, go to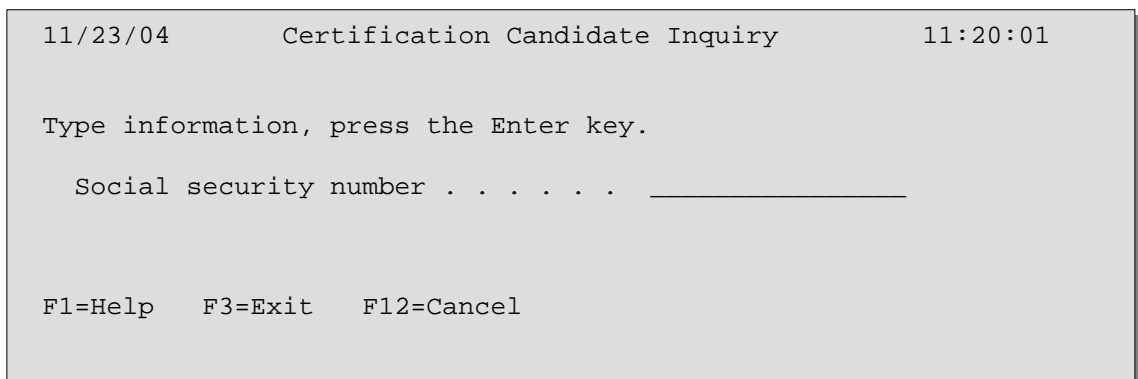 Option 4 "Certification candidate inquiry by SSN". Also, it cannot be assumed that a person took and passed a test just because you see a job or register on the test listed by the applicant's name on the first screen, "Applicant History Search by Name". Viewing the person's records may show that he was rejected for a specific register on a test series, failed the test, or had an entry that was voided.

5.3   Applicant History Search by SSN

5.3.1   Purpose

This option is used to view records for an applicant who has a grade for, or has been rejected, for a Civil Service job or register. There is a record for each time the applicant has been graded or rejected for a specific register.

5.3.2   How to Access Records

After selecting Option 3, the user is presented with a field for the entry of the SSN of the applicant to be located. After the SSN is entered, the "Applicant History Record" appears. The screen layout is identical to the Applicant History by Name inquiry (Figure 6). The records are in reverse chronological order by exam date, with the most recent records appearing first. The Page Up and Page Down keys can be used to go from one record to another. After viewing one person's records, if the user wants to view the records of a different person he must go back to the "Applicant History Inquiry" screen and enter that person's SSN. Unlike in Option 2, the user cannot roll between different applicants' records.

5.3.3   Using the Information

NOTE: The information for this Option is identical to that in Option 2; it is just accessed in a different way.

The SSN Inquiry displays an "Applicant History Record" which contains information about an applicant, and the selection procedure taken or rejected for, at the time of application. The "Final Grade" field displays the result of the application. Possible values are:

Numeric grade – person was admitted for and passed a test, or requested and
received an Experience & Training rating
Failed – person was admitted for and failed a test
Reject – person was rejected for a specific register (did not meet minimum
qualifications)
Void – this record was voided

5.3.4 Special Considerations

The information on this display was correct at the time of application. It is not
updated, therefore it is not always the most current information. For example, a
person's address and phone number may have changed since they submitted their
application. In addition, this display soes not show whether a person has an active
grade on a register. To find the most current information on an applicant as well as
the applicant's current status on a register or registers, go to Option 4 "Certification
Candidate Inquiry by SSN".

5.4 Certification Candidate Inquiry by SSN

5.4.1 Purpose

This option is used to identify an applicant's current status on a register(s) as well
as to obtain other current information about the candidate such as address,
telephone number, and availability.

5.4.2 How to Access Records

After Option 4 is selected, the user is presented with a field for the entry of an
applicant's SSN. After the SSN is entered, the person's "Certification Candidate
Record" is shown. If all of the "Registers" are not listed on the first screen, the
Page Up and Page Down keys can be used to go to the next screen(s) and back to
previous screens.

```
 11/23/04         Certification Candidate Inquiry         11:20:01


 Type information, press the Enter key.

   Social security number . . . . . .  _____


 F1=Help   F3=Exit   F12=Cancel
```

Figure 8. The Certification Candidate Inquiry Screen

```
11/23/04              Certification Candidate Record              11:25:25


Name: JOHN Q APPLICANT
Addr: 15900 TIGERBEND 136
City: BATON ROUGE       LA 70817

Phone: ( 225 )  765-2800    Emp Type: P        PERMANENT
SS No: XXXXXXXXX            Emp Agcy: 160051100 WILDLIFE & FISHERIES

Vet:        Flag:     Sel Cert:                       Perm/Temp: 1

Available parishes:   3  17  19  24  32  53  61  63


------------------------------ Registers ------------------------------
Srs/Crd  Register title       Tr  Eff date Exp date Cnv Fin St/Rs  St Date
1333 P7  FIN INST INVEST 2        5/12/04 99/99/99  91  91  A      5/21/02
1333 U9  PET - GENERAL ADMIN      5/12/04 99/99/99  91  91  I  3   8/12/02
1333 04  I/T APPL PROG 1      99  5/12/04 99/99/99  91  91  I  3   4/19/02
1333 31  I/T TECH SUPP ANALYST 1  99  5/12/04 99/99/99  91  91  I  3 12/05/02
1333 45  FIN INST INVEST 1        5/12/04 99/99/99  91  91  I  3   2/15/02
                                                                     More...
F1=Help   F3=Exit   F12=Cancel
```

Figure 9. The Certification Candidate Record

5.4.3 Using the Information

This option allows the user to view the most recent data Civil Service has on an applicant. Unlike the Applicant History Record, this record does get updated. For example, if a change of address is requested, the change is made here. This is where the user will find the current status of an applicant on registers. At the bottom of the screen under the title "Registers", the register titles for which the person has a grade are listed, along with the final grade and its Status/Reason for that Status (St/Rs). Under this last column the user will find the current status on each register. An "A" indicates that the person has an Active grade on the register. This means that the person may be appointed for a position filled from that register.

If the person has an Active grade, a certifiable score for a register, and qualifies for a job on that register, he may be appointed citing Civil Service Rule 8.4(d). If the person has an Active grade, a promotional score for a register, and qualifies for a job on that register, he may be promoted by authority of Civil Service Rule 8.20g An "I" indicates that the person's grade is inactive for that register. The numeric code under the "Rs" column indicates the reason the person's grade was inactivated (these are decoded in the Help Text). If the user needs to know if a person with an Inactive grade may be appointed to a position or has any other questions about appointment, contact the Applicants Records Unit at the Department of Civil Service at (225) 342-8536.

16

5.4.4 Special Considerations

This option displays an applicant's most recent data (address, register status, etc.). It does not show an applicant's test history. An applicant may have taken a test more than once – only the most recent record will be displayed here. If a test history is needed, go to Option 2 or 3.

5.5 List of Exams Inquiry

5.5.1 Purpose

This option displays the list of selection (grading) procedures which have been established for various jobs. Use this option to determine the type of selection procedure, register title, series and card, announcement schedule, job code, pay level, etc. *You can no longer view job specifications directly from this option.* Job specifications are available on the Civil Service website. *All List of Exams information, and more, is included in the Job Information and Test Finder page on the DSCS web site.*

5.5.2 How to Access Records

After selecting option 5, "List of Exams Inquiry", the user is presented with three additional options. Enter the number of the desired option. Inquiry by Register title and Series/Card number will give information about an entire register, whereas inquiry by Job title will give you information about a specific job. Depending on the option chosen, the format for entry will be one of the following: Register Title, Job Title or Series/Card Number.

For a Register Title or Job Title entry, users may enter as little or as much of the title as they feel is necessary. The user may also choose to enter nothing and instead position the cursor to a listing already displayed on the screen. For a Series number entry, a valid Series number must be entered. The view by both register title and job title is in alphabetical order. The view by series number is in ascending series number order.

After an entry is made, it will be displayed on the screen. The Page Up and Page Down keys can be used to go from one screen to another. The user can then position the cursor next to the record to be viewed and enter a "5" to view more detailed information about the record.

```
EXLSTINQ                    View Exam Lists                        15:22:19

  Select one of the following:

        1. View exam list by register title
        2. View exam list by job title
        3. View exam list by series/card


  Selection
        ____

  F3=Exit    F12=Cancel
```

Figure 10. The View Exams List menu

```
                    Work with Exam List by Register Title

 Position to register title . . ._____

 Type options, press Enter.
   5=View job(s)  14=View certifiable scores  15=View promo certifiable scores


                                             Ann    Reg   Selct
 Opt  Register title          Series Card  Sched   Sts   Proc
   _   A/DA PROG MGR 1          8890   23    ANN     A     E
   _   ACCOUNTANT ADM 2         8889   N8    ANN     A     E
   _   ACCOUNTANT ADMIN 1       8889   R9    ANN     A     E
   _   ACCOUNTANT ADMIN 3       8890   K1    ANN     A     E
   _   ACCOUNTANT ADMIN 4       8890   L3    ANN     A     E
   _   ACCOUNTANT ADMIN 5       8889   W1    ANN     A     E
   _   ACCOUNTANT MANAGER 1     8890   N5    STE     A     E
   _   ACCOUNTANT MANAGER 2     8890   N6    ANN     A     E
   _   ACCOUNTANT MANAGER 4     8889   Z7    ANN     A     E
   _   ACCOUNTANT MGR 3         8889   T1    ANN     A     E
   _   ACCOUNTANT SUPERVISOR 1  8889   N1    CTS     A     E
 More..


  F1=Help    F3=Exit    F5=Refresh    F12=Cancel
```

Figure 11. Sample Display - Work with Exam List by Register Title

5.5.3   Using the Information

This option is designed to provide detailed information (announcement schedule,
register status, type of selection procedure, certifiable score – if any, etc.) about all
jobs that have a selection procedure. The two additional register statuses "NEW"

and "CLO" (for closed) may not be familiar. (Refer to the help text.) This option can also be used to find information (job codes, and series and card numbers) that may be needed to access other screens.

```
                        Work with Jobs by Register

Series/Card. . . . . : 1333 U9              Announcement schedule: CTS
Register title . . . : PET - GENERAL ADMIN  Register status. . . : A
                                            Selection procedure. : W


Type options, press Enter.
  8=View job specification
                                                          Job   Pay
Opt Job Title                                            Code  Level
 _   MARKETING SPECIALIST 1                              101180 A 611
 _   FORMS MANAGEMENT ANALYST                            102040 A 612
 _   HEALTH SERVICES ACCOUNTS SUPERVISOR                 106350 A 610
 _   WORKERS' COMPENSATION DISPUTE RESOLUTION SPECIALIST 1  119120 A 611
 _   CORRECTIONS CLASSIFICATION OFFICER 1                121610 S 408
 _   PUBLIC LANDS ANALYST 1                              122080 A 611
 _   RETIREMENT BENEFITS ANALYST 1                       122500 A 611
 _   REAL ESTATE/APPRAISAL INVESTIGATOR 1                123410 A 611
 _   WORKERS' COMPENSATION RECORDS MANAGEMENT ANALYST 1  123640 A 608
 _   ENERGY PROGRAM PLANNER 1                            123750 T 303
                                                            More...


F1=Help   F3=Exit   F5=Refresh   F12=Cancel
```

Figure 12. Sample display – Work with Jobs by Register
        This display lists jobs filled from the register being viewed.

5.5.4 Special Considerations

This option only includes jobs for which some type of selection procedure has been established. Jobs which are shortage or non-competitive under Civil Service Rule 7.20, and jobs which have not yet has a selection procedure established will not appear in this list. *For complete information selection procedure information on all classified jobs, see the Job Information and Test Finder web page.*

5.6   Display a List of Eligibles

5.6.1 Purpose

This option allows the user to display a list of people who are eligible for hiring from a specific register.

5.6.2 How to Access Records

After selecting Option 6, the user is presented with four fields in which to enter information. The first field is "Series/Card number". It cannot be left blank, because this is the data that the computer program uses to access a list of eligibles for a specific register. If the Series/Card Number is not known, it can be obtained from Option 5 – Lists of Exams Inquiry, or from the Test Finder web page. The other three fields are optional selection factors and serve to limit the search. After the information is entered, the "List of Eligibles Display" screen is displayed. This screen displays the information entered on the prompt screen as well as the list of eligibles for the register requested. Each person's individual record may be viewed by placing the cursor by the person's name and entering a "5". The record that appears in identical to the person's record as it appears in Option 4 "Certification Candidate Inquiry by SSN".

```
 11/23/04              Civil Service Certification System          11:53:00
                          List of Eligibles Inquiry

 Type information, press Enter.

   Series/Card  . . . . . . . . . . .____  __
   Availability (parish) code . . . .___              blank = all parishes
   Probational/Promotional  . . . . ._                blank = probational
                                          _             Y   = promotional
   Permanent/Temporary  . . . . . . .                 blank = both
                                                        P   = permanent only
                                                        T   = temporary only




   F1=Help    F3=Exit    F12=Cancel
```

Figure 13. The List of Eligibles entry screen

5.6.3 Using the Information

Data on the "List of Eligibles Display" screen is used to view a list of eligibles, their grades, based on the selection factors entered on the prompt screen. The list is in descending grade order. This option may be used to obtain a list of eligibles with certifiable scores. To view each person's address/phone number in order to contact them about the vacancy, the user may enter a "5" for each person, and view his record, or go to Option 7, "Display a List of Eligibles with Addresses".

When filling a vacancy in a job title on a register that has a certifiable score, the user can obtain her own list of certifiable candidates from this display: a list does not have to be requested from Civil Service. This applies for JOB-APPOINTMENT OR PROBATIONAL JOBS. For vacancies to be filled from registers that do not have certifiable scores, and for promotional vacancies in jobs for which no promotional score has been set, a list MUST be obtained from Civil Service. To find out if a register has a certifiable score, go to Option 5, "List of Exams Inquiry". Certifiable and promotional scores may also be viewed on the Test Finder web page.

```
11/23/04            Civil Service Certification System          11:58:13
                       List of Eligibles Display

Series/Card:   1333  06   Register Title: PET - SOC SERV JOBS
Avail:  36  ORLEANS            Prm/Tem: BOTH   List Typ: Prob   Crt Scr: 80

Type option, press Enter.
  5=View candidate record

Opt     Candidate Name          Soc Sec     Eff date   Exp date     Grade
 _       NAME                   XXXXXXXXX    8/29/96    99/99/99      101
 _       NAME                   XXXXXXXXX    3/14/01    99/99/99      101
 _       NAME                   XXXXXXXXX   12/14/95    99/99/99       96
 _       NAME                   XXXXXXXXX    9/03/04    99/99/99       96
 _       NAME                   XXXXXXXXX    5/10/04    99/99/99       94
 _       NAME                   XXXXXXXXX    5/28/04     5/28/05       94
 _       NAME                   XXXXXXXXX   12/22/03    12/22/04       94
 _       NAME                   XXXXXXXXX    5/10/04    99/99/99       94
 _       NAME                   XXXXXXXXX    4/03/97    99/99/99       94
 _       NAME                   XXXXXXXXX    5/22/02     6/10/05       94
 _       NAME                   XXXXXXXXX    7/22/93    99/99/99       94
                                                              More...
 F1=Help   F3=Exit   F12=Cancel
```

Figure 14. The List of eligibles display

5.6.4   Special Considerations

If a promotional list is requested, grades will NOT include Veterans' preference points. Only applicants with active, unexpired grades are listed here. If the user wishes to appoint someone who is expected to appear but is absent from this list, return to Option 4 on the Main Menu, "Certification candidate inquiry by SSN", to view the person's current status on the register in question. If the missing person' score is active, check the parishes listed on the Certification record. If the person's grade is inactive, and the user is not certain if he or she can be hired, contact the Applicant Records Unit of Civil Service at 225-342-8536.

5.7   Display a List of Eligibles with Addresses

   5.7.1   Purpose

This option allows the user to view, on the initial display screen, a list of people, their addresses and telephone numbers, who are eligible for hiring from a specific register. This eliminates the need to view each individual's record in order to get addresses and telephone numbers.

   5.7.2   How to Access Records

After Option 7 is selected, the user is presented with four fields in which to enter information. The first field is "Series/Card Number"; it cannot be left blank because this is the data the computer program uses to access a list of eligibles for a specific register. The other three fields are optional selection factors and serve to restrict the search.   After the information is entered, the "Eligible List Display with Addresses" screen is displayed. This screen displays the information entered on the prompt screen as well the list of eligibles, with addresses and telephone numbers, for the register requested. Each person's individual record may be viewed by placing the cursor by the person's name and entering a "5". The record that appears in identical to the person's record as it appears in Option 4 "Certification Candidate Inquiry by SSN".

```
11/23/04                Civil Service Certification System              12:34:00
                         Eligible List Display with Addresses

Series/Card:   1333  06    Register Title: PET - SOC SERV JOBS
Avail:  36  ORLEANS        Prm/Tem: BOTH       List Typ: Prob       Crt Scr: 80

Type option, press Enter.
  5=View candidate record


Opt    Candidate Name        Soc Sec        Phone       Exp Date   Tr   Grade
 __      NAME                XXXXXXXXX    975-0897    99/99/99          101
           ADDRESS: 8455 BARNETT DR              BATON ROUGE LA    70809
 __      NAME                XXXXXXXXX    649-5712    99/99/99   R     101
           ADDRESS: 239 CLARA DR                 SLIDELL LA    70458
 __      NAME                XXXXXXXXX    483-4394    99/99/99           96
           ADDRESS: 4920 PENTLAND DR             NEW ORLEANS LA    70128
 __      NAME                XXXXXXXXX    967-0445    99/99/99   R      96
           ADDRESS: 740 W CHIMES ST 23           BATON ROUGE LA    70802
 __      NAME                XXXXXXXXX    893-9616    99/99/99   R      94
           ADDRESS: 19402 SUNSHINE AVE           COVINGTON LA    70433
                                                                   More...
 F1=Help   F3=Exit   F12=Cancel
```

Figure 15. The List of Eligibles with addresses display

5.7.3   Using the Information

Data on the "Eligible List Display with Addresses" screen is used to view a list of eligibles, their grades, expiration dates of grades and addresses and telephone numbers, based on the selection factors entered on the prompt screen. The list is in descending grade order. This option may be used to obtain a list of eligibles with certifiable scores. When filling a vacancy in a job title on a register that has a certifiable score, the user can obtain her own list of certifiable candidates from this display: a list does not have to be requested from Civil Service. This applies for JOB-APPOINTMENT OR PROBATIONAL JOBS. For vacancies to be filled from registers that do not have certifiable scores, and for promotional vacancies in jobs for which no promotional score has been set, a list MUST be obtained from Civil Service. To find out if a register has a certifiable score, go to Option 5, "List of Exams Inquiry". Certifiable and promotional scores may also be viewed on the *Test Finder* web page.

5.7.4   Special Considerations

The information presented for this option is the same as that for Option 6. However, the screen was designed to allow the user to access – ON THE SAME SCREEN – the names, addresses and telephone numbers of candidates who are eligible for hiring using Civil Service Rule 8.4(d) (certifiable score rule). The user may print a list of eligibles screen by screen without having to access each individual's record to find an address and telephone number.

If a Promotional list is requested, grades will NOT include Veterans' preference points. Only applicants with active, unexpired grades are listed here. If the user wishes to appoint who is someone expected to appear, but is absent from this list, use Option 5 on the display screen to view the person's current status on the register in question. If the person's grade is inactive and the user is not certain if he can be hired, contact the Applicant Records Unit of Civil Service at 225-342-8536.

5.8   Display an Issued Certificate

5.8.1   Purpose

This option allows the user to view a certificate as it was issued; the status of the certificate; and any action taken by the agency regarding individuals on the certificate.

5.8.2   How to Access Records

After selecting Option 8, the user is presented with a field to enter the certificate number and supplement number (if any) to be viewed. If the certificate number is

not known, it can be found by using Option 9, "Display Certificates Issued by Register". After the certificate number is entered, the "Certificate Display" screen is shown. The top half of this screen displays information about the certificate such as issue date, expiration date, title of position, etc. The bottom half displays the actual list of eligibles. The Page Up and Page Down keys may be used to view the complete list.

```
11/23/04                 CIVIL SERVICE CERTIFICATION SYSTEM              12:44:15
                           CERTIFICATE INQUIRY SCREEN

CERT STATUS    STATUS DATE    REQ. NO.    # VACAN.    SEL CERT   CERTIFICATE NO.
4 APPOINTMENT   8/13/04        040835        1                        74101


ISSUE DATE     EXPIR DATE         JOB CODE        TITLE OF POSITION         SRC
 6/01/04        7/01/04            164350      HUMAN RES ANALYST 3            3


   ORGANIZATIONAL   UNIT                        LOCATION     APPOINT TYPE
101137000  DSS/OCS/ADMINISTRATIVE          BATON ROUGE    PROBATIONAL (NC/PRV)


RANK           NAME                    SSN      GRADE     ACTION    APPT DATE   RULE
  1      NAME                      XXXXXXXXX     99         F
  2      NAME                      XXXXXXXXX     98         F
  3      NAME                      XXXXXXXXX     93         C
  4      NAME                      XXXXXXXXX     93         A         7/26/04
  5      NAME                      XXXXXXXXX     91         F
  6      NAME                      XXXXXXXXX     89         A         7/19/04
  7      NAME                      XXXXXXXXX     88         F
  8      NAME                      XXXXXXXXX     88         F
                                                                       More..
F3=Exit   F12=Cancel
```

Figure 16. A sample of an issued certificate

5.8.3   Using the Information

This data can by used to find out the status of a certificate and what action (if any) was taken by an agency regarding a candidate, if the certificate was worked by the agency and returned to Civil Service. The various action codes are decoded in the Help text. It is important to note that for a Cancelled Certificate, all entries in the "Action" column will be "C". This does not mean that all were considered and found unsatisfactory. In this instance, it means the certificate was cancelled for some reason. For example, someone may have been appointed using Civil Service Rule 8.4(d) and therefore the certificate could have been cancelled, because it would not need to be cited as the Civil Service authority.

5.8.4 Special Considerations

Only certificates that have actually been issued will have a record under this option. That is, if Civil Service receives an SF-2 (request for a certificate of eligibles), but it has not yet been issued because, for example, it is pending announcement and testing, it would not have a record here. To check on the status of an SF-2, go to Option 60, "More inquiries", then Option 1, "SF-2 Tracking inquiry by ORG I.D. and request number". It is also important to note that a person's rank may be misleading. For example, a person may be ranked 20th on a list, but his grade may actually be in the top five grade groups. This is because ranks are in consecutive number order (1,2,3). However, there may be five people with a grade of 99. Theoretically, they are all ranked equally. But, on this screen (assuming 99 is the highest possible score), they will be ranked 1-5.

5.9 Display Certificates Issued by Register

5.9.1 Purpose

This option allows the user to view certificates issued for a particular register by series/card number for a specific time period.

5.9.2 How to Access Records

After Option 9 is selected, the user is presented with a field to enter the series and card number of the register's records to be viewed. A valid series and card number combination must be entered. If the user does not know the series and card numbers for which he needs information, go to Option 5 "List of Exams Inquiry", then choose Option 1 "View Exam List by Register Title". This information may also be found on the Test Finder web page. The series and card numbers will be displayed on the screen. An optional field is also presented, which allows the user to specify a time period from which to view records. If no date is entered, the display begins with the first certificate record on file for that register.

The next screen, "Certificate Inquiry by Register", shows basic information for the certificates issued for the registers specified in date order from oldest to most current. Other information, such as certificate number, number of vacancies, etc., is also shown about each certificate on this screen. The Page Up and Page Down keys may be used to view additional records. To view an actual certificate, place the cursor next to the certificate to be viewed and enter a "5". The next screen shown, the "Certificate Display" screen, is identical to the screens shown in Option 8, "Display an Issued Certificate", it is just accessed in a different way.

```
11/23/04              Certificate Inquiry by Register            12:52:01


Type information, press the Enter key.

  Series/card  . . . . . . . .    ____ __
  Begin date . . . . . . . . .    __ / __ / __      MM/DD/YY (optional)






F1=Help    F3=Exit    F12=Cancel
```

Figure 17. Entry prompt for Certificates Issued by Register

```
11/23/04              Certificate Inquiry by Register            12:55:59

 Srs/cd: 1333 06          Register title: PET - SOC SERV JOBS

Type options, press Enter.
  5=View a certificate

            Date   No  Apt                                 Par Cur  Status
Opt Cert #  Issued Vac Typ  Org ID name                    Cde Sts  Date
 _ 74285     7/02/04  1 JOB  OFFICE OF ALCOHOL & DRUG ABUSE  10 CNL 10/27/04
 _ 74532     8/10/04  1 PRB  LSUMC/HCSD-WO MOSS REG MED CTR  10 ISS  8/10/04
 _ 74539     8/11/04  1 JOB  OFFICE OF ALCOHOL & DRUG ABUSE  34 CNL 10/13/04
 _ 74711     8/27/04  2 PRB  DPSC-CORR/JUV/JCCY/             17 ISS 11/18/04
 _ 74793     9/08/04  1 PRB  OFFICE OF ALCOHOL & DRUG ABUSE  40 CNL  9/17/04
 _ 75081    10/15/04  1 JOB  OFFICE OF ALCOHOL & DRUG ABUSE  10 ISS 10/15/04
 _ 75329    11/12/04  1 JOB  JEFF PARISH H. S. AUTHORITY     26 ISS 11/12/04


F1=Help    F3=Exit    F12=Cancel
```

Figure 18. The Initial Display - Certificates by Register

5.9.3 Using the Information

Data on the initial "Certificate Inquiry by Register" screen may be used to
determine how many certificates were issued for a particular register during a
certain time period. It can also be seen which organization, in which parish(es),
requested the certificate(s). This screen also shows the current status of each

issued certificate, as well as the status date. In addition, the number of vacancies and type of appointments for a certain register may be viewed from this screen. Again, data on the next screen, "Certificate Display", is identical to data presented in Option 8, "Display an Issued Certificate" and has the same uses as presented in Section 5.8.3.

5.9.4   Special Considerations

If no records appear on the screen after a series and card number are entered, it means that no certificates were issued for the time period specified. For the "Certificate Display" screen, the same special considerations as in Section 5.8.4 apply.

5.10   Pay Plan/Job Specification Inquiry

5.10.1   Purpose

This option is used to view information related to all active jobs in the Civil Service Pay Plan. For each job, the user can view pay information, evaluation system information, general information on the job (i.e. career field, EEO category), and a chronology of all changes to a job. *Job specifications are no longer available in Pay Plan inquiries.* They can be accessed on our website.

5.10.2   How to Access Records

There are two methods of locating records in the Pay Plan/Job Specification Inquiry. The first is from the initial screen, which is displayed below. On this display, the user can locate the desired job by entering the job title in the entry field at the top of the screen. Just as with the State Employee Locator, enter as much of the title as is necessary to locate the desired record. The Page Up and Page Down keys can then be used to locate the exact title needed. For instance, to locate the HUMAN RESOURCES ANALYST 1 job entering HUMAN RES or HUMAN R would place the file close to the desired record.

```
11/23/04                Work with Active Classified Jobs              12:58:40
Position to job title. . . . . . _____

Type options, press Enter.
  5=View pay plan info    8=View job specification    12=View pay plan chronology
  13=View career field
                                                              Pay
Opt   Job title                                               Lvl   Job Cd
  _    ACCOUNTANT ADMINISTRATOR 1                             A 618   159750
  _    ACCOUNTANT ADMINISTRATOR 2                             A 619   159760
  _    ACCOUNTANT ADMINISTRATOR 3                             A 621   159770
  _    ACCOUNTANT ADMINISTRATOR 4                             A 623   159780
  _    ACCOUNTANT ADMINISTRATOR 5                             A 624   159790
  _    ACCOUNTANT MANAGER 1                                   A 617   159710
  _    ACCOUNTANT MANAGER 2                                   A 619   159720
  _    ACCOUNTANT MANAGER 3                                   A 621   159730
  _    ACCOUNTANT MANAGER 4                                   A 622   159740
  _    ACCOUNTANT SUPERVISOR 1                                A 615   159600
                                                                    More...


F1=Help   F3=Exit   F5=Refresh   F10=Actions   F12=Cancel
```

Figure 19. The Work with Active Classified Jobs display. Enter the name (or partial name) of the desired job title.

Once the desired record has been located on the list display, the user can then enter the desired option number next to the job title. Valid options are displayed directly above the list. *Please note that option 8, View job specification, has been disabled, even though it still appears on the screen.*

The second method for locating records is through the use of the F10 (action) function key on the Work with Active Classified Jobs display. Pressing F10 will display an entry "window" whereby the job code and desired option can be entered. This is the most direct method for locating records when the job code is known.

The F10 feature is also available on other pay plan/job specification inquiries to view additional screens for the job selected. For instance, if you are viewing pay plan data for a job, the F10 key will allow you to go directly to the job chronology without having to return to the initial selection menu. Any time that the F10 key is displayed at the bottom of the screen, it is available for use.

```
11/23/04              Work with Active Classified Jobs              12:58:40

Position to job title. . . . . . _____
Type ::::::::::::::::::::::::::::::::::::::::::::::::::::::::::::::: :::::
  5= :                           Actions                           :nology
  13 :                                                              :
     :  Type user option and job code, press Enter.                 :
Opt  :    5=View pay plan   8=View specification   12=View chronology :ob Cd
  _  :                                                              :59750
  _  :  Opt  Job code                                              :59760
  _  :   _   _____                                               :59770
  _  :                                                             :59780
  _  :  F3=Exit   F12=Cancel                                      :59790
  _  :                                                             :59710
  _  :::::::::::::::::::::::::::::::::::::::::::::::::::::::::::::::::::59720
  _    ACCOUNTANT MANAGER 3                               A 621 159730
  _    ACCOUNTANT MANAGER 4                               A 622 159740
  _    ACCOUNTANT SUPERVISOR 1                            A 615 159600
                                                             More...

F1=Help   F3=Exit   F5=Refresh   F10=Actions   F12=Cancel
```

Figure 20. The Action Window (F10) as displayed from the initial Work with Active Classified Jobs display. This method can be used when the job code is known.

5.10.3 Using the Information

The Pay Plan/Job Specification Inquiry is used to view information pertaining to each active job in the pay plan. Current information on each job can be found by selecting Option 5, View Pay Plan Info, from the list display or from the action window (F10). This information includes the job's pay level (including its minimum, midpoint and maximum), the career field, occupational group and EEO Category code, and the Compensation Analyst assigned to the job. It also lists all of the evaluation factor ratings and evaluation points for each job.

The current job specification for each job can no longer be accessed from the OPEN system. Please go to our web site to access job specifications.

```
11/23/04              View Job Information from Pay Plan              13:07:07

Press Enter to continue.

  Job title : ACCOUNTANT SUPERVISOR 1

  Abbreviated job title . . : ACCOUNTANT SUPERVISOR 1
  Job code. . . . . . . . . : 159600      Analyst's initials. . . . : ATH

  Pay level . . . . . . . . :   A 615      Career field code . . . . : 2101
  Minimum . . . . . . . . . :   2,422      Occupational group code . : B1
  Midpoint. . . . . . . . . :   3,422      EEO category. . . . . . . : PR
  Maximum . . . . . . . . . :   4,422

  Evaluated pay level . . . :  16          Point total . . . . . . . : 2037
  Market/entry level. . . . : 615

  Fctr 1   Fctr 2   Fctr 3   Fctr 4   Fctr 5   Fctr 6   Fctr 7   Fctr 8   Fctr 9
  Eductn    Expr    Org Ct   Person    Purp    Complx   Imp/Res  Physic   Hazard
    5         4        5        4        4        4        5        1        1
    255      304      260       77      233      388      515       2        3

F1=Help   F3=Exit   F10=Actions   F12=Cancel
```

Figure 21. View Pay Plan Information Display

The chronology of changes to a specific job is available through the use of option 12 – View Pay Plan Chronology. This feature lists all changes to the job in effective date order. From the chronology screen, the user can view an extended description of each change by typing a "5" by the desired entry. The extended chronology shows relevant job information both before and after the change. A sample of the pay plan chronology display is found below.

5.10.4   Special Considerations

When viewing the job specification, it is important to remember that, even though this data is updated regularly, there may be instances where a job change has been implemented but is not yet reflected in the job specification on our web site. In these cases, the Department of Civil Service will base decisions on the approved change.

```
11/23/04              View Pay Plan Chronology of Job Title              13:11:22

Position to job code. . . .  _____

Job title . : ACCOUNTANT SUPERVISOR 1
Job code. . : 159600          GS level. . : A 615       Career field: 2101
EEO code. . : PR              Occup group : B1

Type options, press Enter.
  5=View extended chronology
                                                            Pay
Opt Action               Eff date  Abbreviated job title   Level  Minimum
  _  JOB PAY RANGE CHANGE  9/09/03  ACCOUNTANT SUPERVISOR 1 A 615   2,376
  _  JOB ESTABLISHED       4/05/95  ACCOUNTANT SUPERVISOR 1 G  16   1,842


                                                                  Bottom
F1=Help   F3=Exit   F5=Refresh    F10=Actions   F12=Cancel
```

Figure 22. View Pay Plan Chronology Display

5.11   SF-2 Tracking Inquiry by Org I.D. and Request Number

5.11.1   Purpose

This option allows the user to view an SF-2 (Request for Certification of Eligibles)
as it was entered in the Certification system and to view the status and status dates
of that SF-2.

5.11.2   How to Access Records

Selecting Option 60 from the main menu brings up a secondary menu. From this
menu, select Option 1, SF2 status inquiry (etc.). The next screen asks the user to
enter an Organization ID number and Requisition number. Both of these fields
must have valid numbers entered into them; neither can be left blank. The result of
this entry is the "SF-2 Tracking System Status Inquiry" screen which shows
information regarding the SF-2 matching the information entered on the initial
screen.

```
11/23/04                    SF-2 Status Inquiry                    13:31:39

 Type information, press the Enter key.


   Org ID . . . . . . . . . . . . . . _____
   Requisition number . . . . . . . _____



F1=Help   F3=Exit   F12=Cancel
```

Figure 23. SF-2 Status Inquiry entry prompt

5.11.3   Using the Information

Data on this screen can be used to view an SF-2 as it was entered in the Certification System. This information is located on the top half of the screen. It can also be used to view the status and status date(s) of an SF-2. This information is located on the bottom half of the screen under the heading "Status code/description". The description tells the user the status of the SF-2 and the corresponding date in the "Date" column reveals the date of a particular status. The "Certif no" column will list the certificate number (and supplement number – if any) if the status point is 7, "Certificate issued". The last status is the most recent status for the SF-2.

```
11/23/04                     SF-2 Status Inquiry                      13:17:34


     Org ID: 100935500    DSS/OFFICE OF FAMILY SUPPORT           Req no:  40056

Agency date: 11/19/04    Received date: 11/19/04          Entry date: 11/19/04

No of vacan:   1         Class: 151170   FAM SUP PROG SPEC 2

Position no:  76537      Location: JEFFERSON                   Type appt: PROMOTNL
                                   JEFFERSON

    Status code/description                         Date        Certif no
     1     TO CERTIFICATION SUPERVISOR             11/19/04
     7     CERTIFICATE ISSUED                      11/22/04        75377

F1=Help   F3=Exit   F12=Cancel
```

Figure 24. SF-2 Status Display

5.11.4   Special Considerations

This option is helpful if the user has submitted an SF-2 to Civil Service and would like to know if it has been received, or if any action has been taken on it, and if so, what kind of action. The user also may be able to view a certificate early. If the status of an SF-2 is "7", a certificate number will be listed and the user can then select Option 8 from the main menu and view the certificate, possibly before receiving it in the mail.

5.12   Department Preferred Inquiry by Job and Agency

5.12.1   Purpose

This option allows the user to view a list of persons on the Department Preferred List for a specific job, parish, and organization.

5.12.2 How to Access Records

Selecting Option 60 from the main menu brings up a secondary menu. From this menu, select Option 2, Department preferred inquiry. The user is presented with for fields to enter job code, parish code, agency number (Organization ID) and the number of characters to use when accessing the preferred record.   Valid values must be entered for all four fields; none may be left blank. The next screen displayed is the "Department Preferred Reemployment List" and it shows the list of people on the department preferred list for the specified agency, using the specified criteria.

```
11/23/04 Department Preferred Reemployment List Inquiry   15:40:51


 Type information, press Enter key.

   Job code. . . . . . . _____
   Parish. . . . . . . . _____
   Agency. . . . . . . . _____
   Search on . . . . . . ____ characters (2,4,5,7 or 9)



F1=Help    F3=Exit    F12=Cancel
```

Figure 25. Department Preferred List entry prompt.

5.12.3   Using the Information

Data on this screen is used to determine if there is a department preferred list for a certain job, parish and organization. If there is a list, it will be displayed on the "Department Preferred Reemployment List" screen. The people on this list must be considered for the specified job before other candidates may be considered for the job. *This applies for all types of appointments (job, probational, promotional).*

```
11/23/04            Department Preferred Reemployment List            13:55:35


 Job: 114860  WOM SVCS JOB DEVELOPER        Parish: CALCASIEU
 Department or agency: 010011400            OFF OF GOV//OFF OF WOMEN SER/


 Name / Address              SSN         Phone No.              Service / Orgid
 NAME                        XXXXXXXXX    ( 337 )   474-5910    12 YR 11 MO 25 DA
 PO BOX 7441                 LAKE CHARLES       LA   70606          010011400


 F1=Help   F3=Exit   F12=Can el
```

Figure 26. Department Preferred List screen

5.12.4   Special Considerations

The user must use this option before filling a vacancy to determine if there is a
department preferred list, since those on this list must be considered for a vacancy
before any others. If there are no names on the department preferred list for the
user's agency, the Layoff Referral list may be checked before filling the vacancy.
The Department Preferred option does not show an expiration date for the
individual (s) on list; that is, the date on which he/she will be removed from the list.

5.13   Open Preferred Inquiry by Job and Parish

5.13.1   Purpose

This option allows the user to view persons on the Layoff Referral List for a specific
job and parish. Its name, "Open Preferred Inquiry", reflects a term formerly used to
refer to this list.

5.13.2   How to Access Records

Selecting Option 60 from the main menu brings up a secondary menu. From this
menu, select Option 3, Open preferred inquiry. The user is is then asked to enter a
job code and a parish code for the preferred list to be viewed. The next screen
displayed is the "Open Preferred Reemployment List" screen, which displays a list
of people on the Layoff Referral list for the job and parish specified.

Each individual's record may be viewed by placing the cursor next to the person's
name whose record is to be viewed and entering a "5". The resulting screen is the
"Candidate Inquiry" screen, which shows the person's record for the job code
specified.

```
11/23/04          Open Preferred Reemployment Inquiry          14:07:12


Type information, press Enter key.

   Job Code. . . . . . . . _____
   Parish. . . . . . . . . _____




F1=Help    F3=Exit    F12=Cancel
```

Figure 27. Open Preferred List entry prompt

> 5.13.3   Using the Information

Data on the initial screen, "Open Preferred Reemployment List", is used to
determine if there is a Layoff Referral list for a specific job and parish. This list
should be used only after it has been determined that no department preferred list
exist in your agency for the job vacancy. People on the department preferred list
must be considered before persons on the Layoff Referral list. In addition, the
Layoff Referral list cannot be used for promotional job vacancies. Records on each
individual may be viewed ("Candidate Inquiry" screen). These show the person's
address, phone number, parishes where he or she is willing to accept employment,
and status date (the date that the person was made active on the referral list).

```
11/23/04                   Layoff Referral List               13:38:08

Job Title:   MAINTENANCE REPAIR 2          Parish: MADISON
 Job Code:   128640

Type option, press Enter.
  5=View candidate record

Opt       Name / Street            SSN / City       Phone No./ State & Zip
  _       NAME                     XXX-XX-XXXX       ( 318 )  000-0000
          257 WILLIAMS LANET 2     RAYVILLE            LA  71269


  _       NAME                     XXX-XX-XXXX       ( 318 )  000-0000
          214 MADELINE             TALLULAH            LA  71282



                                                                  Bottom
F1=Help    F3=Exit    F12=Cancel
```

Figure 28. Layoff Referral (Open Preferred) List Display

```
11/23/04                    Layoff Referral List                13:40:46
                              Candidate Inquiry

Name: CANDIDATE
Addr: 257 WILLIAMS LANET 2
City: RAYVILLE        LA 71269


Phone: ( 318 ) 000-0000        Status: A       Status Date:  4/22/04
SS NO: XXXXXXXXX                                List Date:  6/04/04


Stwde:    Parishes: 33 42



F1=Help   F3=Exit   F12=Cancel
```

Figure 29. Layoff Referral (Open Preferred) List Candidate Inquiry Display

5.13.4   Special Considerations

Expiration date does not show on individual records ("Candidate Inquiry" screen); but it may be calculated. It is one year from the Status Date which is listed on the person's record. In addition, the person's individual record does not show all jobs for which the person is on the layoff referral list. He or she may be on the Layoff Referral list for other jobs, but those jobs will not be listed here because this inquiry pertains to one specific job only.